



**Town of Arlington, Massachusetts**  
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## **Building Committee Minutes 09/23/2008**

TOWN OF ARLINGTON  
MINUTES  
SUB-COMMITTEE MEETING  
PERMANENT TOWN BUILDING COMMITTEE  
Tuesday, September 23, 2008

PRESENT: John Cole, Chair; William Shea, Rob Juusola, Suzanne Robinson

ABSENT: Ron Spangler, Charles Stretton, Brian Sullivan, Sue Mazzarella, Mark Miano

The meeting was called to order at 7:00 p.m.

### INTERVIEWING PROJECT MANAGERS FOR CENTRAL AND HIGHLAND FIRE STATIONS

There were four applications that the town received regarding the position of Project Manager for the fire stations. A half hour was allocated for each applicants proposal, an 8-10 minute presentation with a question and answer period for the remaining 20 minutes. After we heard from the four applicants, the Building Committee used the following chart prepared by Rob Juusola for rating their performance:

Project team qualifications  
Renovation experience  
Fire Station experience  
Understand project scope  
Knowledge of scheduling  
Knowledge of cost estimating  
Knowledge of QC and management  
LEED experience  
References

Points:

1: Poor  
2: Good  
3: Excellent

The sub-committee ranked the project managers and selected PMA Consultants as the Project Manager that received the most points.

The sub-committee will report to the full committee on 10/7/08.

Adjourned at 9:30pm

Respectfully submitted,

Bill Shea